

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**DENTAL LABORATORY TECHNICIAN**

**JOB DESCRIPTION**

Employees in this job serve as dental laboratory technicians applying the methods and techniques required to fabricate and repair prosthetic dental appliances. The work is performed in correctional facilities and may involve assisting in the training, overseeing and quality control review of inmates in dental laboratory work.

There are five classifications in this job.

**Position Code Title – Dental Laboratory Technician-E**

Dental Laboratory Technician 8

This is the entry level. The employee works in a learning capacity performing a range of dental laboratory technician assignments under close supervision.

Dental Laboratory Technician 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of dental laboratory technician assignments.

Dental Laboratory Technician E10

This is the experienced level. The employee performs a full range of dental laboratory technician assignments, and uses considerable independent judgment in making decisions requiring the interpretation and application of guidelines with considerable latitude to specific work situations.

**Position Code Title – Dental Laboratory Technician-A**

Dental Laboratory Technician 11

This is the advanced level. The employee at this level serves either as a lead worker responsible for overseeing the work activities of other dental laboratory technicians, or as a senior worker, performing the most complex dental laboratory technician assignments. Senior level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

**Position Code Title – Dental Laboratory Technician-SS**

Dental Laboratory Technician 12

This is the staff specialist level. The employee uses specialized technical knowledge in performing highly complex dental laboratory technician assignments involving authority for an assigned program. Staff specialist positions have sole and full time responsibility for an assigned program area, and are recognized through approval by Civil Service.

## **DENTAL LABORATORY TECHNICIAN**

### **PAGE No. 2**

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Pours plastic and stone models of dental prosthetics.

Repairs and/or relines existing full and/or partial dentures.

Arranges and clasps teeth for new wire or cast chrome partials.

Bands wire for clasps and makes soldered rests for partial dentures.

Constructs new dental appliances by selecting and setting up acrylic or porcelain teeth using dental wax, articulator, and various waxing instruments according to dentist's prescription.

Fabricates base plates and wax bite rims.

Records bite relations on dental articulators.

Grinds, smooths, and polishes dental prosthetics using finishing burs and grinding equipment.

Operates and maintains a variety of dental laboratory tools and equipment such as trimmers, grinders, lathes, articulators, and cleaning devices.

Maintains records, prepares reports, and conducts correspondence relative to the work.

Performs related work appropriate to the classification as assigned.

### **Additional Job Duties**

#### **Dental Laboratory Technician 11 (Lead Worker)**

Coordinates work by scheduling assignments and overseeing the work of other dental laboratory technicians.

Oversees and assures the quantity and quality of the work by requiring strict adherence to established methods and procedures.

## **DENTAL LABORATORY TECHNICIAN**

### **PAGE No. 3**

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Trains employees and others in dental laboratory technician activities.

#### **Dental Laboratory Technician 11 (Senior Worker)**

Performs on a regular basis dental laboratory technician assignments, which are recognized as the most complex.

#### **Dental Laboratory Technician 12**

Exercises authority and responsibility for an assigned program area.

Serves as recognized expert within program area, and provides technical assistance to other departmental staff.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced levels, and extensive knowledge is required at the specialist level.

Knowledge of the principles, practices, methods, and techniques of dental laboratory technology.

Knowledge of sterilization and safety procedures pertaining to MIOSHA and Right To Know.

Knowledge of dental laboratory terminology as applied to the dental technician occupation.

Knowledge of dental laboratory tools and equipment.

Ability to apply knowledge of the principles, practices, methods, and techniques of dental technology.

Ability to work from prepared impressions in making dentures and other dental structures.

Ability to pour plaster or stone models of dentures.

Ability to repair and/or reline dentures.

Ability to process chrome-cast partials.

## **DENTAL LABORATORY TECHNICIAN**

### **PAGE No. 4**

Ability to fabricate base plates and wax bite rims.

Ability to follow detailed instructions in selecting, setting, and articulating teeth.

Ability to bend wire clasps and make soldered rests for partial dentures.

Ability to process, finish, and polish dentures.

Ability to operate and maintain dental tools and equipment.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to communicate effectively.

### **Additional Knowledge Skill and Abilities**

#### **Dental Laboratory Technician 11 (Lead Worker)**

Ability to establish priorities, assign, and evaluate the work of dental laboratory technicians.

Ability to organize the work of an assigned work unit.

#### **Dental Laboratory Technician 11 (Senior Worker)**

Ability to perform the most complex dental laboratory technician assignments.

#### **Dental Laboratory Technician 12**

Some knowledge of the programmatic and developmental aspects of assigned program area.

Ability to organize and operate assigned program.

Ability to adapt new technology and methods to increase program effectiveness.

### **Working Conditions**

Jobs are located in correctional facilities.

### **Physical Requirements**

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of Corrections.

### **Education**

Possession of an associate's degree in dental technology.

## **DENTAL LABORATORY TECHNICIAN**

**PAGE No. 5**

### **Experience**

#### **Dental Laboratory Technician 8**

No specific type or amount of experience is required.

#### **Dental Laboratory Technician 9**

One year of experience equivalent to a dental laboratory technician involved in fabricating and repairing prosthetic appliances.

#### **Dental Laboratory Technician E10**

Two years of experience equivalent to a dental laboratory technician involved in fabricating and repairing prosthetic appliances.

#### **Dental Laboratory Technician 11**

One year of experience equivalent to a Dental Laboratory Technician E 10 involved in fabricating and repairing prosthetic appliances.

#### **Dental Laboratory Technician 12**

Two years of experience equivalent to a Dental Laboratory Technician E 10 involved in fabricating and repairing prosthetic appliances.

**OR**

One year of experience equivalent to a Dental Laboratory Technician 11 involved in fabricating and repairing prosthetic appliances.

### **Special Requirements, Licenses, and Certifications**

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

DENLABTCH

#### **Job Code Description**

Dental Laboratory Technician

#### **Position Title**

Dental Laboratory Technician-E

Dental Laboratory Technician-A

Dental Laboratory Technician-SS

#### **Position Code**

DNLBTCHE

DNLBTCHA

DLBTCHSS

#### **Pay Schedule**

L32-006

L32-012

L32-013